

ATTENTION ALL NDE PORTAL USERS:

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



The following collections are currently open in the Consolidated Data Collection (CDC)

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

Please refer to the CDC Calendar which is located on the NSSRS Resources page at <https://www.education.ne.gov/nssrs/Resources.html#Calendar> and also review the instructions available in each of the CDC collections for further details about each collection.

Assessed Valuation and Levies – OPEN September 1

Assessed Valuation and levies. Distance between high school attendance centers.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Elementary Site Allowance - OPEN September 1

Districts that are applying for the Elementary Site Allowance. This form to be completed by a school district with multiple elementary attendance sites. A qualifying elementary site shall be an elementary attendance site, in a district with multiple elementary attendance sites, which (a) does not have another elementary attendance site within 7 miles in the same school district, or (b) is the only public elementary attendance site located in an incorporated city or village.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Estimated Expenditure for LEP/Poverty – OPEN September 1

Each school district shall designate a maximum Poverty and Limited English Proficiency Allowance. The collection was previously completed in GMS and was named “LEP and Poverty Plan.”

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Human Resources Director Contacts - OPENED August 1

The Department of Education developed the HR Director Contact(s) to collect name and email address for coorespondence. The data is gathered with the purpose of using the email address for notices regarding teacher and administrative certificates, evaluation systems, surveys, and data. The contact listed may have a similar role to an HR Director.

Open All Year – (Audit Window Close Date: June 30, 2018)

Collection completed by Public

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

Non-Certificated Staff - OPEN September 1

Report of Non-Certificated Staff.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public, State Operated and ESU's

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

Nonpublic Dropouts - OPEN September 1

Collects Nonpublic dropout data.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Nonpublic

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

Nonpublic Membership Report - OPEN September 1

Collects membership data from Nonpublic Systems.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Nonpublic

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

PK Instructional Program Hours/K Program - OPEN September 1

Instructional program hours including kindergarten program type.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public

For more information, contact Tammi Hicken – tammi.hicken@nebraska.gov (402) 471-3184

School Age Final Financial Report (FFR) - OPEN September 1

School District's/ESU's claim reimbursement for SPED School age expenditures.

Due Date: October 31

Collection completed by Public and ESU's

For more information, contact Lori Adams – lori.adams@nebraska.gov (402) 471-2637

Student Growth Adjustment - OPEN September 1

Districts applying for the student growth adjustment. Districts must estimate their 2018/19 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between the 2017/18 fall membership and 2018/19 estimated average daily membership.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Substitute Teachers - OPEN September 1

Report all substitute teachers. **Open all year**

Due Date: June 15 (Audit Window Close Date: June 30, 2019)

Collection completed by Public, Nonpublic, State Operated, ESU's and Interim

For more information, contact Kevin Peters – kevin.peters@nebraska.gov (402) 471-0738

Summer School Student Unit – OPEN September 1

Number of students by grade who attend summer school: 1) attending remedial Math or Reading, 2) students eligible for free lunch or free milk qualified for free lunches or free milk and attended a school that uses information collected from parents and guardians to determine such qualifications or attended (or is registered to attend for early childhood) at a school that provides free meals to all students pursuant to the community eligibility provision.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Title I Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent

OPEN September 1

The purpose of this annual caseload count is to provide the State Educational Agency with current information on the location and number of children living in institutions for neglected or delinquent children, or in local correctional institutions. The information collected will be used in the Title I formula for computing allocations for local educational agencies.

Due Date: December 5 (Audit Window Close Date: January 5, 2019)

Collection completed by Public

For more information, contact Pat Frost – pat.frost@nebraska.gov (402) 471-2478

Title III Professional Development - OPEN September 1

Title III subgrantees only

Due Date: October 1 (Audit Window Close Date: October 15)

Districts or Educational Service Unit consortia that receive funds under Title III Limited English Proficient grants should complete this information. It is designed to collect information on the types of professional development provided under Title III for the previous school year. **Audit window closes on October 15**

Collection completed by Public and ESU's

For more information, contact Terri Schuster terri.schuster@nebraska.gov (402) 471-4694

Two-Year New School Adjustment Application - OPEN September 1

Districts applying for a Two-Year New School Adjustment. School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.

Due Date: October 15 (Audit Window Close Date: October 31)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323



Rule 10 and Rule 14 – Assurance Statement – Due Date: Nov. 1

Contact: nde.accreditation@nebraska.gov or 402-471-2444

All accredited (Rule 10) and approved (Rule 14) school systems are required to complete an Assurance Statement annually. The Assurance Statement must be completed to reflect compliance or indicate areas of noncompliance as your school system starts the 2018-2019 school year.

The Assurance Statement for public school districts is web-based and has been made available on the NDE Portal under the “Data Collections” tab. An activation code is required to add the collection to the NDE Portal account. Please review the FAQ and instruction documents regarding completion of the web-based Assurance Statement through the Portal for public school districts.

Please note the following two public school changes to protocols in the Accountability, Accreditation, and Program Approval Office:

1. In the online Assurance Statement, public school district administrators will be asked to check “Yes” or “No” for each Rule 10 item in the statement, indicating compliance or non-compliance. This is different from years past when a single checkmark indicated compliance with all items in the statement.
2. In the past, public school district superintendents have received a Fall Mailing packet from the NDE Accreditation Office which has included a copy of Rule 10 and supporting documents. This year,

superintendents were sent a letter and an email, both of which included links to the NDE website, where Rule 10 and supporting documents can be found. If you have difficulties accessing the documents on the NDE website, please contact the Accreditation Office at nde.accreditation@nebraska.gov to request that printed documents be mailed to you.

All nonpublic (Rule 10 and Rule 14) school systems have received a Fall Mailing packet from the NDE Accreditation Office which includes the paper copy of the Assurance Statement to be completed and submitted to the Accreditation Office.



Requests to Submit Data Late or Make Data Changes

Contact: Matt Hastings (402-471-4483 or matt.hastings@nebraska.gov)

In order to make data changes to an NDE data collection after the data audit window close date, a Request to Submit Data Late or Make Data Changes must be submitted through the Consolidated Data Collection in the NDE Portal under the Data Collections tab.

A Request to Submit Data Late or Make Data Changes may be completed by Public, Nonpublic, ESU's, State Operated, Interim and Postsecondary districts/systems that need to submit data or make changes to data after a data audit window has been closed due to **"extenuating circumstances"**. Examples of "extenuating circumstances" include: natural disasters, medical emergencies, etc. **District or NDE program staff failing to scrupulously review data during the audit window is not an extenuating circumstance.** Only requests with legitimate extenuating circumstances will be reviewed.

For clarity, data should be submitted to NDE by the "Due Date", but changes can be made to data any time before the "Audit Window Close Date" without submitting a request through this system. Request to Submit Data Late or Make Data Changes apply to all NDE data collections.



2018-2019 High Ability Learners Collection Open

Contact: Becky Keilig (402-471-0737 or becky.keilig@nebraska.gov)

The 2018-2019 High Ability Learners Collection is now open via the Data Collections tab in the NDE Portal website. The High Ability Learners reports are due on or before **August 31**. **The collection audit window closes on September 14.**



2018-2019 Staff Reporting – OPEN: August 1 – DUE: September 15

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

The 2018-2019 Staff Reporting collection opened Wednesday, August 1. State statute requires Public Districts and Nonpublic Systems to submit a Fall Personnel Report by September 15. The Staff Reporting data collection is located under the "Student & Staff" tab in the NDE Portal. Special Purpose Schools (State Operated), Education Service Units and Interim Programs (Rule 18) should report during this timeframe as well. Options for submission are online entry and upload. Staff Reporting Instructions are available here: [Staff Instruction Manual 2018-2019](#). Appendix A in the Staff Reporting Instructions details the changes that were made since 2017-2018.

When completing the Staff Reporting 2018-2019, double check to make sure the email addresses are correct for each staff member that is required to have one. If a correction is made to the email address that NDE had in Staff Reporting, have the staff member log into their NDE Portal account under the “My Profile” tab and verify if their email address is correct, or have them update it. NDE uses the email addresses from Staff Reporting and the NDE Portal for communications so keeping them current is very important.



District Curriculum Contacts – DUE: September 15

Contact: Cory Epler (402-471-3240 or cory.epler@nebraska.gov)

Using the **District Contact Information** form, located under the “**Data Collections**” tab in the NDE Portal, select **Curriculum Contact** to provide contact information for the elementary, middle, and high school curriculum contact. These individuals will become the primary contact for information related to standards, instruction, and instructional materials (curriculum, interventions, etc.).

Curriculum Contacts are those individuals that have an understanding of curricula/instructional materials being used by the school district, coordinate curricula/instructional materials selection processes for the school district, and ultimately have responsibility for the implementation of curricula/instructional materials being used.



Resources available for 2018-2019 School Year

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

Resources are available for the 2018-2019 school year (which includes the 2017-2018 Follow-up Collection):

- ADVISER Calendar
- CDC Calendar
- Instruction Documents
- Program Specific Information
- Quick Reference Guides
- User Guides
- District/School Codes

ADVISER Resource page: <https://www.education.ne.gov/dataservices/adviser-resources/>

NSSRS Resource page: <https://www.education.ne.gov/dataservices/nssrs-resources/>



New Membership Counting Day

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

LB 1081 was approved by the Legislature 4/11. Sec. 6 (4)(a) changes the state counting day to October 1 from the last Friday in September. We are hopeful that having one counting day for students will simplify reporting and validating data. It will take our ADVISER team a while to update the Adviser Validation and Verification Reports to reflect this change.



ADVISER 2018-2019 Fall Work Days

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

ADVISER workdays have been scheduled for the 2018-2019 Fall collection. Please contact the ESU to register for these workdays. They are from 9 am – 3 pm and most ESU's provide lunch. There will be no formal presentations at these workdays, they are scheduled to give you time to work on your data reporting with ESU and NDE staff onsite to assist. We strongly suggest that you attend a workday. You may go to any ESU that works best for your schedule.

18-19 FALL ADVISER WORKDAYS NDE			
ESU	Date	Day	Registration Link
ESU 4 – Auburn	September 11	Tuesday	www.esu4.org
ESU 6 – Milford@SCC Dunlap Center	September 17	Monday	www.esu6.org
ESU 5 – Beatrice	September 20	Thursday	https://www.esu5.org/
ESU 9 – Hastings	September 24	Monday	https://esu9.org/
ESU 10 – Kearney	September 27	Thursday	https://esu10.org/
ESU 11 – Holdrege	September 28	Friday	esu11.org/
ESU 2 – Fremont	September 28	Friday	https://www.esu2.org/
ESU 15 – Trenton	October 1	Monday	register@esu15.org
ESU 16 – North Platte	October 2	Tuesday	https://www.blogesu16.org/
ESU 7 – Columbus	October 2	Tuesday	https://www.esu7.org/
ESU 16 – Ogallala	October 3	Wednesday	https://www.blogesu16.org/
ESU 13 – Scottsbluff	October 4	Thursday	https://www.esu13.org/
ESU 1 – Wakefield	October 8	Monday	www.esu1.org/
ESU 8 – Neligh	October 9	Tuesday	www.esu8.org/
ESU 4 – Auburn	October 11	Thursday	www.esu4.org
ESU 17 – Ainsworth	October 11	Thursday	www.esu17.org/
ESU 3 – Papillion	October 16	Tuesday	https://goo.gl/forms/zbrvLpY4JFfuGIH02
ESU 5 – Beatrice	October 18	Thursday	https://www.esu5.org/
ESU 2 – Fremont	October 19	Friday	https://www.esu2.org/
ESU 6 – Milford@SCC Dunlap Center	October 22	Monday	www.esu6.org



NDE Student Unique Identifier – It's That Time Again to Update

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or ADVISERHelp@nebraskacloud.org)

All students in Pre-Kindergarten – Grade 12 (Public, Nonpublic and Special Purpose Schools) and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need to be updated each year with current school information. Step-by-Step instructions can be found on our website at the following web address: https://www.education.ne.gov/nssrs/docs/NSSRS_Steps_Uniqid_2016-03-02.pdf. Prior to turning on your Ed-Fi submission in your Student Information System for 2018-2019 school year, **ALL new and returning students** should have their Unique Identifier (State ID's) assigned/updated. On all returning students, any information that has changed (grade level, school building and school year) needs to be updated in the Student Unique Identifier Collection.



Time & Effort Logs for Federal Grants (ESSA, IDEA, & CTE)

Contact: Shane Rhian (402-471-4313 or shane.rhian@nebraska.gov)

All staff paid with Federal grants through NDE must complete an acceptable time and effort log to adequately document the allocation of their salaries and benefits to that grant. NDE Grants Management Staff will be requesting copies of time and effort logs when reviewing final reimbursement request for 2017-18 grants in the Grants Management System. Please refer to the NDE State and Federal Grants Management Guidance (beginning on page 41) and sample logs at the following link:
<https://www.education.ne.gov/federalprograms/time-and-effort-reporting/>.



HOW TO CONTACT THE NDE HELPDESK

NDE Helpdesk has transferred to a new Helpdesk Ticket System called Jitbit. Please note, there are a few changes in how to reach us. Also, please keep in mind that as we move to ADVISER, the Helpdesk team is expanding to include additional staff who assist with more technical issues, so please provide as much information relating to your question as possible.

1. Log into your NDE Portal account and click on the “Helpdesk Request” in the upper right hand corner. Fill in the information for your question.
Click Submit.
2. Send an email to: ADVISERHelp@nebraskacloud.org (NOTE: This is a NEW email address)
Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.**
Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to ADVISERHelp@nebraskacloud.org are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

NDE Bulletins: Past and Present:

Current and past NDE Bulletins can be found at <http://www.education.ne.gov/ndebulletins/index.html>. We will also continue to send the bulletin out via e-mail.

Denise Schuyler

Data, Research, and Evaluation - NDE IT Helpdesk Specialist



Helpdesk: 888-285-0556 – ADVISERHelp@nebraskacloud.org

Email: denise.schuyler@nebraska.gov